



# STATE OF INDIANA

Michael R. Pence, Governor

## DEPARTMENT OF ADMINISTRATION

Commissioner's Office

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204

### Award Recommendation Letter

Date: June 6, 2013

To: Nate Day, Director of Strategic Sourcing  
Indiana Department of Administration

From: Greg Moorman, Strategic Sourcing Analyst  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 13-66  
E-Rate Consulting Services

A handwritten signature in black ink, appearing to be "G. Moorman", written over the "To:" line.

**Estimated Annual Contract Amount: \$60,972.00**

Based on the evaluation of our team, we recommend for selection **AdTec Administrative and Technical Consulting, Inc.** to begin contract negotiations to provide E-Rate consulting services for the Indiana State Library.

Adtec is committed to subcontract 8% of the annual contract value to Strategic Solutions (a certified Women Business Enterprise) and to subcontract 8% of the annual contract value to RCR Technology Group (a certified Minority Business Enterprise). Terms of this recommendation are included in this letter.

The evaluation team received proposals from two (2) vendors:

- AdTec
- E-Rate Elite Services, Inc.

The proposals were evaluated by IDOA and a three (3) member evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (25 points)
- Price (30 points, with an additional 5 bonus points if certain criteria is met)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority and Women Business Participation (20 points, with an additional 2 bonus points if certain criteria is met)

The proposals were evaluated according to the process outlined in section 3.2 ("Evaluation Criteria") of the RFP.

Scoring was completed as follows:

### **A. Adherence to Requirements**

Both proposals were reviewed for adherence to mandatory requirements. Both respondents met these requirements and were then evaluated based on the technical proposal and cost proposal.

### **B. Management Assessment/Quality**

For the Technical Proposal evaluation, the team considered the respondent's proposal in the following areas:

- Mandatory Requirements
- Filing Procedures
- Consulting and Support Services

The evaluation team's scoring was based on a review of the respondents' proposed approaches to each section of the technical proposal, Section 2.4, as well as specific questions that the respondents were asked to respond to in the RFP and clarifications. The results of the management assessment/quality evaluation are shown below:

Table 1 Management Assessment/Quality Scores

Respondent	Score (25 max)
AdTec	22.50
E-Rate Elite Services	19.58

During Technical Proposal evaluations, the evaluation team observed the following regarding the respondents, which supports the evaluation team's ultimate scoring of the respondent's proposal. This is not intended to be an exhaustive discussion of what the evaluation team considered, but attempts to highlight some of the primary considerations that led to the evaluation team's score.

#### **Ad-Tec**

AdTec scored 22.50 out of the possible 25.00 qualitative points. Their knowledge and experience was determined by the thorough answers given to the technical proposal questions. They would respond within 48 hours, in most cases, to PIA (Program Integrity Assurance) requests. A detailed answer was provided on the certification process for the forms. Also a description of steps to acquire a Billed Entity Number was given.

#### **E-Rate Elite Services**

Elite scored 19.58 out of the possible 25.00 qualitative points. The respondent's experience and knowledge of state government is noteworthy but their technical proposal responses were vague and lacked detail in various areas, notably filing of Indiana State Library priority 2 services. Elite also chose not to offer a timeframe for responding to PIA, Program Integrity requests.

## C. Cost Proposal

Price was measured against the State's baseline cost for this scope of work, which was \$69,647. Cost scoring points were assigned as follows:

- Respondents who met the State's current baseline cost received zero (0) cost points.
- Respondents who proposed a decrease to the State's current costs received positive points at the same rate as bid increasing cost.
- Respondents who proposed an increase to the State's current cost received negative points at the same rate as bid lowering cost.
- Respondents who proposed a 10% decrease to the State's current baseline cost received all of the available cost points.
- If multiple Respondents decreased costs below 10% of the current baseline, an additional 5 points was added to the Respondent proposing the lowest cost to the State.

Both Respondents were given the chance to improve their pricing through a round of target pricing. E-Rate Elite Services was awarded the 5 bonus points. The cost scoring as a result of the target pricing effort is as follows:

Table 2 Cost Scores

Respondent	Score (30 max)
Ad Tec	30
E-Rate Elite Services	35

## D. IDOA Scoring

IDOA scored the respondents in the following areas – Indiana Economic Impact (15 points) Buy Indiana (10 points), and Minority and Women Business Participation (10 points each) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Indiana Economic Impact, Buy Indiana, and Minority and Women Business Participation information with the respondents. Once the final IEI and MWBE forms were received from the respondents, the total score out of 107 possible points was tabulated, and was as follows:

Table 3 Final Scores

Respondent	MAQ	Cost	Buy Indiana	IEI	MBE	WBE	Final Score
AdTec	22.50	30.00	10.00	15.00	10.00	10.00	97.50
E-Rate Elite Services	19.58	35.00	0.00	1.14	10.00	10.00	75.72

## E. AWARD SUMMARY

During the course of evaluation, the evaluation team scrutinized the proposals to determine the viability of the proposed business solution to meet the goals of the program and the needs of the state. The team evaluated the proposals based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of one (1) year from the date of contract execution. There may be three (3) one year renewals for a total of four (4) years at the State's option.

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Greg Moorman  
Strategic Sourcing Analyst  
Indiana Department of Administration